

VACANCY ANNOUNCEMENT

POSITION: Regional Fiduciary Trust Administrator, ES-340

ANNOUNCEMENT NUMBER: OS-03-30

OPENING DATE: May 7, 2003

CLOSING DATE: June 23, 2003

AREA OF CONSIDERATION: ALL SOURCES

LOCATION: U.S. DEPARTMENT OF THE INTERIOR

Office of the Secretary

Office of Special Trustee for American Indians

Office of the Regional Trust Administrator

Albuquerque, New Mexico

NUMBER OF POSITIONS: Six (6)

SALARY: Salary for the Senior Executive Service (SES) is between \$127,707 (ES-1) and \$142,500 (ES-6).

SENIOR EXECUTIVE SERVICE

These positions are in the SES and are General positions. The search for candidates for SES positions includes all groups of qualified individuals within the executive, judicial, and legislative branches of the Federal Government and from the private sector. Persons newly selected for appointment to an SES position must have their managerial qualifications approved by the Office of Personnel Management (OPM) and will be required to serve a 1-year probationary period. Veteran's preference does not apply in the SES.

The Department of the Interior (DOI) is an equal opportunity employer. Selection for this position will be made solely on the basis of merit, fitness, and qualifications without regard to race, gender, color, religion, age, marital status, national origin, non-disqualifying handicap conditions, sexual orientation, political affiliation, or any other non-merit factors. Non-merit materials (e.g., photographs) or information (e.g., references to political affiliation, marital status, or religious philosophy) must not be included in application packages. This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodations will be on a case-by-case basis. The applicants selected for these positions will be required to file a Financial Disclosure Report,

SF-278, and the supplemental form, Confidential Statement of Employment and Financial Interest, DI-278. All forms must be filed within 30 days after the selection for the position.

The sensitivity level of the position requires completion of a successful background investigation of the selectee. Prior to appointment, all applicants tentatively selected for these positions will be required to submit to urinalysis to screen for illegal drug use.

All applicants must be United States citizens.

INTRODUCTION

The DOI is the Nation's principal conservation agency with responsibility for most of the nationally owned public lands and cultural resources. The DOI also has a major responsibility for American Indian reservation communities and for people who live in island territories under U.S. administration. The DOI's responsibilities include protecting and fostering wide use of land and water resources, protecting fish and wildlife, preserving the environmental and cultural values of the national parks and historical places, and assessing energy and mineral resources. The DOI works to ensure that development of these resources is in the best interest of all the people.

The Office of the Secretary includes various offices that provide advice and assistance to the Secretary of the Interior, the Deputy Secretary, the Solicitor, the Inspector General, and the Assistant Secretaries. The Assistant Secretaries are responsible for policies and programs associated with fish, wildlife and parks, Indian affairs, land and mineral management, water and science, and policy and budget coordination, improved management of departmental programs and director for administrative functions. Also included are public affairs and congressional and legislative affairs functions.

The Office of the Special Trustee for American Indians (OST) was established under the American Indian Trust Fund Management Reform Act of 1994 (Reform Act). The OST is responsible for providing effective management of, and accountability for, the proper discharge of the Secretary's trust management responsibilities to Indian Tribes and individual Indians as delineated under the Reform Act and the Secretarial Order on Indian Trust Responsibilities.

STATEMENT OF DUTIES

The Regional Fiduciary Trust Administrator is directly responsible to the Deputy Special Trustee – Field Operations for management, leadership, and supervision of Fiduciary Trust Officers, provision of technical assistance on complex and sometimes delicate fiduciary trust matters, and coordination of compacting and contracting matters under Public Law 93-638 (as amended) with departmental and bureau offices. Serves as consultant and expert to the Deputy Special Trustee – Field Operations and OST executive level management on trust asset and funds services and operations. Recommends new and innovative ideas, approaches and solutions to complex problems and unique issues affecting the Department's ability to properly perform its fiduciary trust obligations to beneficial owners.

Selects and oversees Fiduciary Trust Officers within a designated region or regions, supervising and providing guidance and broad administrative and programmatic goals. Ensures consistency of fiduciary baseline practices by performing periodic reviews of trust service operations within the designated area for compliance with regulations and established trust policies and procedures. Ensures that assets are appropriately protected and preserved and funds properly deposited and distributed. Monitors how fiduciary assets are being managed and the level/quality of trust fiduciary services provided to beneficial owners. Provides technical assistance and guidance to designated Fiduciary Trust Officers on activities directly relating to or affecting assets held in trust, beneficiary trust functions, and other miscellaneous trust matters.

Reviews and comments on proposed Federal laws, regulations and Executive Orders impacting Indian fiduciary trust management and provides recommendations for change. Reviews, analyzes and recommends regulatory, policy or operational changes to complex Indian trust fund problems and issues. Represents OST and the Department with other Federal agencies, tribal leaders, individual Indians, agents of state, county and municipal governments, and members of Congress and congressional committees. Establishes and maintains effective working relationships with such entities to ensure a good public image for the economically and politically sensitive trust fund program. Works with counterparts to resolve disputes or impasses experienced at the local level. Supports and promotes the Department's self-determination, self-governance goals and tribal control over tribal lands and resources. Coordinates tribal contracting and compacting efforts, resource requirements and required evaluations with appropriate departmental and bureau offices.

QUALIFICATION REQUIREMENTS

As a basic requirement, applicants must demonstrate progressively responsible leadership experience that is indicative of senior executive level managerial capability and directly related to the skills and abilities outlined under Executive Core Qualifications and Technical Qualifications. Typically, experience of this nature will have been gained at or above the GS-15 grade level in the Federal service or its equivalent with state or local government, the private sector, or nongovernmental organizations. **Failure to meet this basic qualification requirement and all executive and technical qualification factors automatically disqualifies an applicant.**

Each applicant is **required** to submit a comprehensive narrative statement covering both the executive and technical qualifications listed below. The narrative portion for the Executive Core Qualifications (ECQ) **must not** exceed 10 pages. The narrative should demonstrate the necessary level of management skills, characteristics, qualities, specialized knowledge, and technical competence that would indicate successful performance in the SES. This evidence must include clear and concise examples that emphasize the applicant's level of responsibilities, scope, and complexity of programs managed, program accomplishments, policy initiatives, and level of contacts. For guidance in preparing a narrative statement addressing the ECQ's, applicants can access OPM's website at www.opm.gov/SES/writingstate.html. **Applicants who fail to provide this narrative statement will not be considered.** Current SES members or OPM-certified graduates of an SES Candidate Development Program need to submit only a narrative addressing the technical qualifications **and will not be considered without it.**

BASIS FOR EVALUATION

Applicants who meet all the mandatory executive and technical qualifications will be evaluated by a panel of SES members to determine the degree to which they possess each of the listed qualifications. This evaluation will determine which applicants are best qualified. Total background, including experience, education, awards, self-development, and training will be reviewed. This information will be obtained from the application package, including the **required** narrative statement.

EXECUTIVE CORE QUALIFICATIONS (Mandatory)

1. **Leading Change** - The ability to develop and implement an organizational vision, which integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity, to continually strive to improve customer service and program performance within the basic government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity, and persistence, even under adversity.
2. **Leading People** - The ability to design and implement strategies, which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.
3. **Results Driven** - The ability to stress accountability and continuous improvement, to make timely and effective decisions, and to produce results through strategic planning and the implementation and evaluation of programs and policies.
4. **Business Acumen** - The ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission and to use new technology to enhance decision-making.
5. **Building Coalitions/Communication** - The ability to explain, advocate, and express facts and ideas in a convincing manner and to negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations and to identify the internal and external politics that impact the work of the organization.

TECHNICAL QUALIFICATIONS (Mandatory)

6. Comprehensive knowledge of generally accepted fiduciary trust functions.
7. Authoritative knowledge of trust fund creation, funding, management, investment, collection, disbursement, and termination and the ability to apply principles of trust responsibility to these specific situations.
8. Demonstrated ability to work in an ever changing dynamic environment including a diverse cultural organization.

HOW TO APPLY

All applicants must submit the following:

1. Application for Federal Employment, SF-171; Optional Application for Federal Employment, OF-612; or a Federal style resume, provided that all of the following information is included:

- a) Job identification - announcement number, title, series, and grade of the job for which you are applying.
- b) Personal information - complete name, mailing address (with ZIP code), telephone numbers (daytime and evening), social security number, and citizenship information.
- c) Educational information - high school name, city, state, mailing address (with ZIP code), and date of diploma or GED, college/university, name, city state (with ZIP), declared major, dates attended and type of degree and date received; graduate school name, city, state (with ZIP), major subject, dates attended and type of degree and date received. If no degree was received, show credits earned (identify whether in quarters or semesters). Unless otherwise stated in this announcement, certified transcripts are not required.
- d) Work experience - supply the following information for the paid and non-paid work you have performed that qualifies you for this job: (1) job title (title, series, and grade, if Federal), (2) statement of major duties and accomplishments, (3) employer's name and mailing address, (4) supervisor's complete name and telephone number, (5) month and year of starting and ending dates, (6) number of hours worked per week, and (7) salary. Indicate whether we may contact your current supervisor.
- e) Other qualifications related to this job - courses (title and year), relevant skills and current professional certificates and licenses (identify issuing authority and date). You also may note any job related honors, awards, and special accomplishments, but **DO NOT** send documents (e.g., letters of commendation, newspaper clippings).

2. Executive Skills Appraisal (Attached, to be completed by applicant's supervisor.)

3. Narrative Statement addressing each of the Executive and Technical Qualifications - experience (paid and unpaid), education, training, awards, and/or self-development activities as related to each. **Applicants who fail to submit a narrative statement will not receive consideration.**

4. If a current Federal employee, a copy of a recent SF-50, Notification of Personnel Action, that indicates Federal status, grade, tenure, and type of service.

5. Copy of your most recent annual performance appraisal (from either the Federal or private sector).

6. Graduates of approved career development programs must include a copy of the OPM certification of eligibility and a narrative statement addressing only the technical qualifications.

7. Current or former SES members must submit documentation of their SES status and a narrative statement addressing only the technical qualifications.

Candidates are requested to complete the attached DI-1935, Applicant Background Survey, on a voluntary basis. Information will be used solely to review compliance with Federal law. Failure to complete this form will not affect consideration.

BENEFITS

As a permanent employee with the DOI, you may be entitled to a wide array of benefits. The Federal Employees Health Benefits Program has many plans from which to choose, all at very reasonable rates that can be paid from pretax income. The Federal Employee Retirement System is one of the premier retirement programs in the Nation. The program features three components: a retirement pension, the Thrift Savings Plan (an employee-controlled investment program), and social security. Federal Employee Group Life Insurance offers numerous life insurance policy options covering employees and dependents. The leave program offers exceptional time off benefits including annual leave, sick leave, an employee leave share program, Family Friendly Leave, Family Medical Leave, and 10 paid holidays per year. Federal employees may be eligible to purchase Long Term Care Insurance through the Office of Personnel Management. Employee Assistance Programs provide confidential counseling and referral services to employees and their family members at no cost, as well as periodic seminars on behavioral health issues.

ADDRESS FOR SUBMITTING APPLICATION MATERIALS

Application packages may be delivered to Room 5239 or mailed to:

Minerals Management Service
Personnel Liaison Office, MS 5239
1849 C Street, N.W.
Washington, D.C. 20240-0001

Applications also may be faxed to 202-219-0148. If you mail your application, we recommend that you call the MMS Personnel Liaison Office at 202-208-6702 to confirm receipt. Telephone inquiries about this announcement also may be directed to the MMS Personnel Liaison Office.

APPLICATION MUST BE POSTMARKED BY THE CLOSING DATE OF THIS ANNOUNCEMENT AND RECEIVED WITHIN 5 WORKING DAYS TO BE CONSIDERED. APPLICATIONS MAILED IN U.S. GOVERNMENT FRANKED ENVELOPES WILL NOT RECEIVE CONSIDERATION. FAXED APPLICATIONS AS WELL AS HAND DELIVERED APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.

Your application contains information subject to the Privacy Act (P.L.930-579, 5 USC 552a). The information is used to determine qualifications for employment and is authorized under Title 5 of the U.S. Code (U.S.C.), Sections 3302 and 3361.

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

The Hatch Act Reform Amendments of 1993 (Public Law 103-94) prohibit individuals from requesting, making, transmitting, accepting, or considering political recommendations (as defined in 5 U.S.C. 2202) in effecting personnel actions.

Executive Skills Appraisal for the Position of
Regional Fiduciary Trust Administrator, ES-340

Applicant's Name: _____

Submitted by: _____

Explanation of Rating: Give numerical ratings based on a scale of 1 through 10 (1=lowest 10=highest). If you do not have sufficient knowledge of a specific element, or if the element is not related to the applicant's responsibilities, please indicate with NA.

I. EXECUTIVE CORE QUALIFICATIONS (MANAGEMENT SKILLS)

1. Leading Change - The ability to develop and implement an organizational vision that integrates key national and program goals, priorities, values, and other factors. Inherent to it is the ability to balance change and continuity, to continually strive to improve customer service and program performance within the basic government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity, and persistence, even under adversity.

Rating _____

2. Leading People - The ability to design and implement strategies, which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

Rating _____

3. Results Driven - The ability to stress accountability and continuous improvement, to make timely and effective decisions, and to produce results through strategic planning and the implementation and evaluation of programs and policies.

Rating _____

4. Business Acumen - The ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision-making.

Rating _____

5. Building Coalitions/Communication - The ability to explain, advocate, and express facts and ideas in a convincing manner and to negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations and to identify the internal and external politics that impact the work of the organization.

Rating _____

II. TECHNICAL QUALIFICATIONS (Mandatory)

6. Comprehensive knowledge of generally accepted fiduciary trust principles.

Rating _____

7. Authoritative knowledge of trust fund creation, funding, management, investment, collection, disbursement, and termination and the ability to apply principles of trust responsibility to these specific situations.

Rating _____

8. Demonstrated ability to work in an ever changing dynamic environment including a diverse cultural organization.

Rating _____

III. PERSONAL CHARACTERISTICS (Rate each characteristic separately.)

- A. Is decisive _____
- B. Is efficient under pressure/meets deadlines _____
- C. Ability to adapt to new or changing situations _____
- D. Ability to develop innovative approaches and solutions _____
- E. Willingness to assume increasing responsibilities/challenges _____
- F. Objectivity _____
- G. Supports policy decisions and organization goals _____
- H. Please briefly state your observations about the candidate's overall ability and area of specialty(ies). If additional space is required, use an extra sheet and attach it.

IV. OVERALL RATING (Check one)

Well Qualified _____ Qualified _____ Not Qualified _____

Signature

Title or Relationship to Applicant